



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

SEPTEMBER 29, 2010

#78-10

VACANCY ANNOUNCEMENT

DEPARTMENT: AHA QUIN
POSITION: Maintenance Supervisor
SALARY: DOE
BENEFITS: Health and Life Insurance, Paid Holidays, Sick Leave, Annual Leave and 401(k) Plan
CLOSING DATE: Open Until Filled
APPLY: Colorado River Indian Tribes
Human Resources Department
26600 Mohave Road
Parker, Arizona 85344

DUTIES: The core responsibility of the Maintenance Supervisor is the proper maintenance of a 175-space mobile home park, store and fuel station located along the Colorado River. The Maintenance Supervisor reports to and is supervised by the Property Manager. Representative duties include, but are not limited to the following:

- Plan, coordinate, supervise and inspect the maintenance and repair of park facilities and grounds;
- Determine maintenance and repair requirements and complete needed work utilizing personnel, equipment and materials in consultation with the Property Manager;
- Requisition supplies and materials;
- Develop and prepare bid specifications for maintenance contracts and equipment purchases;
- Collaborate with Property Manager in the development of short and long term maintenance and construction objectives;
- Assist Property Manager in developing maintenance and construction budgets and cost estimates;
- Develop plans to meet future service needs;
- Prepare regular reports on the status of maintenance and construction objectives and plans;
- Supervise outside maintenance and construction contractors;
- Monitor all construction within the park;

- Establish work assignments for maintenance staff;
- Supervise maintenance staff;
- Positively represent the Colorado River Indian Tribes;
- Work weekends and holidays to accommodate the needs of the park; and
- Other duties as assigned.

REQUIREMENTS:

- Must have a high school diploma or GED;
- Must have specialized training in construction, engineering or in a closely related field;
- Must have 5 years experience in facility maintenance or a closely related field;
- Must have working knowledge of common tools and equipment used in the daily operations of the park and construction maintenance work;
- Must have satisfactory knowledge of safety precautions and procedures;
- Must have demonstrated communication skills, organizational skills and supervisory skills;
- Consistent work history and excellent references;
- Must have knowledge of water systems and be able to pass ITCA Water Certification Course;
- Must have knowledge of sewer systems and be able to pass ITCA Sewer Certification Course;
- Valid Arizona or California driver's license;
- Ability to pass drug screening;
- Ability to pass Tribal background check; and
- Must be dependable, self-motivated with a positive attitude.

INDIAN PREFERENCE: The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(i) of Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.